

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE	
		SP330017R0004 Amendment 0001		2 of 2	
NAME OF OFFERER OR CONTRACTOR					
Item No.	Supplies/Services	Qty	Unit	Unit Price	Amount
	Amendment 0001 Attachments: 1.Q&As 5-24-17; 2. SOL RFP -17R0004 5-24-17 (pages 39-59); - - - - End of Amendment 0001 - - - -				

SP3300-17-R-0004

QUESTIONS & ANSWERS DOCUMENT

The following questions have been submitted from industry regarding solicitation SP3300-17-R-0004. Each question has been redacted to ensure anonymity. The Government response is provide in the far right-hand column for each question.

Question	RFP Pg.	RFP Para.	Government Response
1. What is the Current Monthly Price?	5.	7.	DLA Distribution does not disclose specific unit prices of CLINs. The current contract value of SP330013C0011 is \$15,135,487.64 for a base and 4 option years.
2. Is the current scope of work the same as was stated in the Pre-Solicitation?	C-7	C-1	The pre-solicitation (Draft) was for informational purposes as to whether or not a contractor would wish to attend the pre-proposal conference. The final scope of work is stated in the official solicitation PWS and its attachments, posted to FBO as of May 15, 2017. Contractor's should reference the document from 5/15/17 for the most recent scope of work.
3. For the Technical Proposal (limited to 50 pages), on page 55, 56, it is required that we submit the PWS Attachment 5 and PWS Attachment 6 in the Technical. Do these two attachments count towards the 50-page limit?	50	DLAD Procurement Notes	They do.
4. For the CD of the Technical Proposal, may we submit the entire Technical Proposal - Volume II including the excel PWS Attachment 5 and 6 in PDF format, so all documents are can be combined in one single file which would be easier for review.	51	8.	Yes, a PDF version of each Excel should be inserted into the full volume II technical proposal at the appropriate section, they do count in the 50 page limit. In the CD submission, Offerors shall include the separate Excel file version as well; these Excel documents do not count toward the 50 pages.

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5. For the CD Format of the Technical Proposal, do we need to submit PWS Attachment 5 and 6 in separate Excel Sheets or can we submit them in the same file of the technical as PDF format?	51	8.	See response to question 4 above. Please include the separate Excel file version as well. These Excel documents do not count toward the 50 pages.
6. For the Technical Proposal (limit to 50 pages), will proposal cover and tab dividers count toward the 50 page limit?	50	2	No.
7. For the Technical Proposal (limit to 50 pages), will the QC sample report, certification, manual, brochure, flyers, etc... be included in the Appendix or will it be counted toward the page limit?	49	1	The QC Sample and ISSA-CIMS certification do count toward the 50-page limit. The solicitation does not specifically call for manuals, brochures or flyers, but if an offeror chooses to include any, along with any descriptive literature (Volume II, page 55), this counts toward the 50-page limit.
8. On page 50 under item 3, it stated "Any cross-reference matrix table is not part of the page limitation". Would you please clarify further of what is cross-reference matrix table? Please provide example?	50	3	If an offeror does not wish to list the same information multiple times within one proposal volume, they may choose to reference the section of that volume where information was first mentioned. If there are several of these cross references, the information and where it is located can be organized into a matrix or table. This document does not count toward the 50-page limit.
9. For volume 3 – Past Performance, on page 58, it is required that contractor submit a total of max 5 relevant contracts. Can we submit less than 5 contracts? What would be the minimum of references that we can provide?	58	Vol. 3	The solicitation indicates that the Government recommends including 5 previous contracts, however there is no required or stated minimum if offerors possess less than 5. Offerors are encouraged not to exceed submission of 5 contracts as well.

Question	RFP Pg.	RFP Para.	Government Response
10. For volume 1 – Solicitation, Offer and Award Documents & Price Proposal, for the CD, can we submit everything including the Excel Solicitation in Attachment 4 as a PDF, or do we need to submit the proposal as a PDF and then the Excel separately?	51	Vol. 1	For volume I, all of the proposal data, except for attachment 4, may be in PDF format. For attachment 4, refer to note at top of solicitation page 52: ALL TABLES IN SOLICITATION ATTACHMENT 4 - OTHER THAN CERTIFIED COST AND PRICING DATA FOR RECURRING JANITORIAL SERVICES, MUST BE COMPLETED IN MICROSOFT EXCEL FORMAT. This file must be presented (proposed) in an Excel file format, not PDF.
11. In the Pre-Solicitation Attachment #2 was listed as Drawings of the Facility. Are they Still available for viewing?	1	Pre-Solicitation Attach. 2	PWS Attachment 2 – Sites Maps, is available on the FBO website at www.fbo.gov under restricted access. Offerors must request access through the FBO website, and await an access decision to be made by the contracting office.
12. Will a Prime Contractor be viewed negatively if they were unable to attend the pre-proposal conference?	N/A	N/A	No. Attendance was not mandatory. Proposals will be evaluated in accordance with the criteria established in the solicitation at Provision 52.212-2 – Evaluation Factors for Award.
13. Regarding Attachment 4 – Other than Cost & Pricing Data for Recurring Janitorial Services – Does the burdened labor rate include any program management costs that would be spread across all areas? There is no way to insert a row to add these costs since the spreadsheet is protected	51	Volume I – Pricing Data	The burdened labor rate shall be calculated by offerors, to include any appropriate cost that the offerors deem allocable. For inserting rows/columns if necessary, please refer to the response to question 14.

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14. Is it possible for the government to post an Attachment 4 as an unprotected document?	49 & 50 Proposal Organizational Table	Proposal Preparation Requirements	<u>To unprotect Excel Worksheets:</u> Offerors are instructed to go to the "Review" tab in Excel, click on "Unprotect Sheet" and type in "mike". This will unlock all worksheets that require unlocking. Offerors are cautioned not to delete any existing data within the worksheets so as to negate the document's ability to be properly evaluated.
15. In order to apply for this bid do you have to be a competitive 8(A) company?	n/a	n/a	Offeror's attention is directed to the statement on page 2 of the solicitation, SF1449: THIS REQUIREMENT IS RESERVED FOR QUALIFIED PARTICIPANTS UNDER THE 8(A) PROGRAM. Offerors are also directed to solicitation clause: DFARS 252.219-7010, Notification of Competition Limited to Eligible 8(a) Concerns—Partnership Agreement (Mar 2016).
16. In the Attachment 4 workbook most of the buttons on the tool bar have been locked or protected. This makes it difficult to enter data in the workbook. Can the workbook be re issued with the lock or protection removed from the tool bar buttons?	Attach 4- Other than Cert. C&P Data Recurring janitorial Services, all worksheets in this workbook	N/A	Please see response to question 14.
17. RFP page 52 instructs us to enter percentages for G&A and Fee in Tables 1, 2, 3, 4, and 5 of Attachment 4. These cells are protected and we cannot enter the Percentages. Can the cells be unlocked?	RFP Page 52 and 53	Paragraph a, b, c, d, and e. which provides instructions for completing Tables 1, 2, 3, 4, and 5 in Attachment 4	Please see response to question 14.

Question	RFP Pg.	RFP Para.	Government Response
18. Attachment 6 only allows 12 rows to list proposed equipment. This is not enough to list all needed equipment. The worksheet is locked and we cannot add additional rows. Can it be unlocked?	Attachment 6 proposed equipment List	N/A	Please see response to question 14.